

FREELANCE BRIEF:**Tonic Arts Art & Design Enhancements Project Manager**

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| Contract: | 2 years (1 year contract with option to extend for an additional 2nd year) |
| Fee guidance: | Annual maximum indicative budget of £36,000/ Year (inclusive of VAT if charged) to cover all fees, dependent on experience, based on up to maximum £200/ day rate, 4-5 days/ week. All activity budgets, travel costs and expenses are separate to this fee. |
| Timescale: | Deadline for submissions 12 noon, <u>Tuesday 10th June 2025</u> Interviews Monday 23rd June 2025 |
| Location: | Travel within Edinburgh, Midlothian, East Lothian and West Lothian and office/ home working. |
| Reporting to: | NHS Lothian Charity Tonic Arts Programme Manager – Enhancement |

Introduction**About NHS Lothian Charity**

From the everyday to the transformational, we support NHS Lothian to excel for all its communities; whether that's patients, their families, staff or visitors. From prevention and early intervention to treatment and recovery, from birth to end of life care, NHS Lothian Charity provides support throughout the full healthcare journey and across all health conditions. By enhancing experiences and environments for patients and staff, investing in research and innovation, and helping to progress better health outcomes for all our communities, we play a key role in improving physical and mental health and wellbeing for everyone.

Our expertise and experience, and the support we provide help create opportunities that enable NHS Lothian to foster innovation, explore ideas and transform healthcare. As an independent but integral part of NHS Lothian, we are able to tap in directly to what support is needed to make the biggest difference. Our mission is to enhance experience and care for patients in the hospital and their communities and have a positive impact on health in Lothians. To achieve this we have identified 4 priority objectives, which underpin all of our work.

- Enhanced patient and carer experience
- Improved clinical outcomes
- Improved staff wellbeing and professional development
- Improved community health/reduced inequality

About Tonic Arts

Tonic Arts is NHS Lothian Charity's award-winning Arts in Health and Wellbeing programme for NHS Lothian staff, patients and visitors. In partnership with the NHS, specialist arts organisations and cross-sector partners, Tonic Arts delivers a comprehensive and diverse programmes of activity.

Tonic Arts works across Edinburgh & Lothians, collaborating with site and service teams to identify need and develop projects that enhance experience and care for patients in hospital and their communities, and have a positive impact on health in the Lothians. Drawing on research about the importance of art and culture for wellbeing and specifically the impact in of quality provision in healthcare settings we provide art & design commissions, art collection provision, temporary exhibitions, artist residencies, participatory arts activities and performances across Edinburgh and the Lothians. Find out more: [https://tonicarts.nhslothiancharity.org/Tonic Arts Strategy 2023-28](https://tonicarts.nhslothiancharity.org/Tonic%20Arts%20Strategy%202023-28)

Brief

NHS Lothian Charity is seeking to contract an individual with knowledge of art & design commissioning to deliver therapeutic enhancements to new capital healthcare refurbishments and developments across the NHS Lothian estate as part of its Tonic Arts programmes.

The project manager will manage every stage of project from concept to delivery and evaluation. They will take a collaborative, participatory approach to commissioning and will develop participatory activity to accompany the enhancements, collaborating with colleagues to see this delivered. They will also maintain and develop recently initiated design resources for staff support.

Building on existing activity this contract will:

1. Support and provide advice for art and design projects funded by the charity and delivered by the NHS site/service staff.
2. Develop and deliver small to medium scale art and design projects funded by the charity, from point of idea to completion.
3. Develop art and design methodologies/ briefs for occasional medium-large scale enhancement projects, outsourced to external curators depending on scale.
4. Develop partnerships with cultural and third sector organisations, where relevant to projects.

5. Assess dept/ space needs and signpost staff to other members of the Tonic Arts team, e.g. Tonic Collection for artwork requests.
6. Set up project steering groups, where required, and undertaking consultation processes with staff, patients and local groups to ensure that patient and staff voices are included in the development of enhancements.
7. Liaise and communicate with all relevant partners at all stages in the design process including frontline staff, site/service management/teams, estate and facilities, artists, suppliers.
8. Liaise with construction or building management teams on proposed enhancements, installation and maintenance.
9. Commission/ contract freelance contractors e.g. artists, designers, fabricators, etc. following NHS Lothian procurement policies and procedures. Prepare all necessary documentation and record all stages of the tendering processes including briefs, assessment and interview criteria, decisions, contracts.
10. Develop and produce support and/or promotional materials for enhancements e.g., interpretation signage, posters, text and images for internet, social media, newsletters, etc. and liaise with Communications Manager.
11. Coordinate the qualitative and impact driven evaluation of the enhancements and events associated with enhancements e.g. distribution of evaluation materials, commission photography and liaise with Evaluation Manager.
12. Develop participatory projects and activities to engage staff, patients and visitors with the enhancements and raise awareness of the positive impact of art in healthcare e.g. workshops, art walks or worksheets. Liaison with Tonic Arts Participation roles to deliver.
13. Work with the Programme Manager, Head of Programmes and NHS Lothian Charity Engagement Team to support the development of fundraising applications and cases for support.
14. Develop opportunities for and oversee any NHS Lothian Volunteer roles to support the programme.
15. Deal with enquiries regarding enhancement projects, which may be by telephone, e-mail or written correspondence, recording and proactively taking follow-up action including confidential enquiries, initiating and coordinating responses where appropriate, and ensuring documentation is up to date.
16. Ensure all enhancements documentation is up to date and filed e.g., correspondence with partners, contact lists, consent forms.
17. Be responsible for ensuring the delegated budget is balanced and maximized through prudent choices and negotiating in kind contributions. Responsible for ordering of and payment for key project supplies or services.

The primary outputs of the contract are envisaged as:

- A series of small-medium art and design enhancements across NHS Lothian sites.
- Occasional large-scale programmes of art and design commissions.
- The initiation of enhancement engagement activities and resources.
- Up to date design resources, such as surface design library and spacial design guidelines & purchasing resource.
- Series of engagement interpretation, activities and resources.
- Compiled quality impact evaluation data and project documentation.

A visible presence representing and promoting NHS Lothian Charity and Tonic Arts programme on key sites during projects will be central to the success of this role.

The Project Manager will work closely with the NHS Lothian Charity team, being in regular contact and representing the organisation onsite and in partner liaison. They will communicate with a wide range of stakeholders, including NHS Lothian senior personnel, both internally and externally. Skills of persuasion, negotiation, tact and diplomacy will be required when communicating on behalf of the team.

The Project Manager has no line management responsibilities but will contract a range of artists and designers and occasional curators, managing their activity and outputs. They will collaborate to make the most of available resources (financial, through existing site and ward charity monies) and team capacity, coordinate approaches across services and contribute to external fundraising efforts towards supporting new activity. They will be supportive of, and publicly promote, the aims of NHS Lothian, NHS Lothian Charity and the *Tonic Arts in Health Strategy*.

The project manager will use an NHS Lothian PC laptop and networked systems within NHS Lothian, as well as photocopier, printer/scanner, telephone. Frequent day-to-day user of MS Office suite of software including Word, Outlook, Excel, PowerPoint. Use of the internet and social media for research and marketing purposes. Occasional referencing use of bespoke art collection database Collector Systems.

Desired experience & Skills

In order to fulfil this brief we anticipate the successful applicant will have:

Key Experience & Understanding:

- Undergraduate degree in the arts or equivalent experience.
- Experience of project managing small to medium scale creative, design or environmental enhancement projects, from initiation to evaluation.
- Knowledge of Scottish and UK contemporary art and design.
- Effective interpersonal, organisational, communication and decision-making skills.

- Excellent collaborative skills and experience in initiating and sustaining close working relationships with a wide range of partners and with colleagues of all disciplines.
- Experience of balancing the needs of various parties.
- Ability to work both as part of a small arts team and use own initiative when required, managing work-plan independently.
- Excellent budget and contract management skills
- Ability to work under pressure and meet deadlines.
- Good keyboard skills and Office equipment skills: PC, photocopier, printer/scanner, telephone. (New equipment may be introduced as technology develops, however training will be provided)
- Skills in using Office suite of software including Word, Outlook, Excel, PowerPoint, Access, and Project. Use of the internet and social media for research and marketing purposes.
- Excellent written/ verbal communication skills and excellent interpersonal/ empathetic skills.

Desirable Skills:

- An interest in healthcare environments and an awareness of and sensitivity to the needs of staff, service providers and users in healthcare environments.
- Experience of project managing large scale creative, design or environmental enhancement projects.
- Experience of developing participatory/ engagement activity in the development of projects, and post-install.
- Experience of working in the arts and health field and healthcare environments.
- Experience of working in environments with high standards of health and safety.
- Experience of strategic thinking in the context of a wider programme.
- Experience of art and design curation.
- Knowledge of project evaluation and experience of fundraising.

Support provided:

This work forms part of the ongoing Tonic Arts Programme and support will be provided by Tonic Arts Programme Manager – Enhancement. Further strategic support and advice will be provided by the wider NHS Lothian Charity team, including finance, impact evaluation and communications support. A limited amount of administrative support is also available within the team, where tasks can be delegated.

Access to and an induction of NHS Lothian sites and key staff will be provided, as well as arranged liaison with site management, NHS Capital Project and Facilities teams.

This work will require occasional close working relationships with third sector partners and the Programme Manager will provide contacts and introductions to these.

This contract is supported by a starter project/ activity budget of approximately £20,000 per annum from the Tonic arts programme, which will be made available to the Project Manager to deliver selected projects and activity. Where additional funding is required NHS Lothian Charity team will collaborate to source internal and external grant funding opportunities, including:

- Existing NHS Lothian Charity ward and hospital specific charity monies (estimated at up to £150k/ yr)
- External grants from Trusts and Foundations.

An additional budget for documentation, publicity material production, etc. is also held by NHS Lothian Charity and will be committed with prior agreement from the Programme Manager.

Contracts and requirements:

A formal contract will be signed prior to work commencing. Final appointment will be subject to references and checks on insurances. The contractor will be required to have the requisite insurances for any equipment brought onto sites, as well as public liability insurance of £5,000,000. (Available via AN membership [Insurance - a-n The Artists Information Company](#))

Contract budget:

It is envisaged that the individual will work 4 -5 days a week, depending on proposed daily rate and availability. There is an indicative annual budget of up to £36,000 (inclusive of VAT if charged) to cover all fees, dependent on experience, based on up to maximum £200 day rate. Daily hours are 7.4 hrs/ day. All activity budgets, travel costs and expenses are separate to this fee. Payments will be made in stages to be agreed with the Programme Manager.

Submissions & interviews:

To apply, please email a proposal including the following documents to

loth.arts@nhs.scot by 12 noon, Tuesday 10th June. Please note there is an 18MB size limit to email attachments and NHS Lothian Charity cannot access file sharing websites. For any queries, please contact:

Susan Grant, Tonic Arts Programme Manager – Enhancements

Susan.Grant@nhs.scot

Required documents:

- Statement detailing why you're interested in the opportunity, how your skills and attributes align to the contract description and an outline detailing your proposed approach to the role (max 500 words).
- Current CV, including relevant work experience, projects, clients and qualifications.
- Up to ten examples (visuals/ etc.) of relevant past projects delivered.
- Proposed fee including:
 - Annual fee total including daily fee rate and a proposed schedule of payments. This must include all VAT and associated expenses. Please also note whether you are VAT registered.
 - Number of days available/ week or year and available start date, and confirmation that you would be able to undertake the contract.
- Contact details of two references from a similar project, including your last contract/ post (please detail whether these can be contacted after interview without prior briefing).

Interviews:

- Shortlisted applicants will be invited to interviews held on **Monday 23rd June 2025**

Selection criteria:

The following criteria and weightings will be used to assess the proposals:

- Experience & skills (30%)
- Proposed approach to the contract (30%)
- Value for money (20%)
- Communication skills (20%)

Disclaimer:

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